**Teaching Assistant- Secondary Phase**

**Ark John Keats is an exceptional school looking to hire exceptional people.**

We are looking for ambitious and committed **Teaching Assistants** to join our Secondary team. In this role they will be responsible for:

* Delivering small group interventions across the four broad areas of need.
* Supporting pupils with learning and reaching personalised targets
* Supervising pupils during breaks and ensuring that they are all safe and cared for
* Supporting pupils to follow our high behavioural expectations
* Working 1:1 with some pupils with additional needs, and lead on running interventions
* Understanding the responsibility of safeguarding pupils and reporting any concerns to the safeguarding lead

In recruiting for a Teaching Assistant, we are seeking the following from applicants:

* Good GCSEs and A Levels or the equivalent
* Understanding of and alignment to our six pillars
* High standards of professionalism
* Courteousness
* Showing initiative and the ability to be part of a team
* Previous experience or desire to learn about working with vulnerable students and/or those with SEND and an understanding of the SEND Code of Practice (2015)

Our approach to pupils reaching their full potential with endless possibilities is deeply embedded into our school’s ethos: every pupil will have the opportunity to achieve their goals, and this will enable them to attend any university, or pursue the career of their choice. For this to happen all staff are responsible for teaching, motivating, and supporting every pupil, regardless of their ability.

Amongst other monitoring and moderation methods, we use a data-driven approach whereby pupils are supported on a universal and/or more bespoke level by teachers and teaching assistants. We also ensure that some pupils are supported by external professionals’ advice and suggestions where appropriate. Our teachers, as well as teaching assistants, all have an important role and responsibility in delivering high quality teaching and support, raising standards and expectations for all pupils in the school. As part of continuous professional development, all our teaching assistants receive appropriate training and guidance to enable them to develop confidence and skills.

We aspire for all our children to have the academic knowledge necessary to enable them to progress to university, for pupils to have a love of learning and a curiosity about the world, and for them to be polite, well-mannered young people who take responsibility for their choices and drive their own destinies.

Ark John Keats is part of Ark Schools, a hugely successful network serving pupils from deprived communities. Our network shares a belief in our six pillars:

**High expectations:** we have high expectations of ourselves and for what our children can achieve

**Excellent teaching:** great teaching is what transforms children’s attainment and opens doors for the future.

**Exemplary behaviour:** children can and should be taught to behave well, following instructions first time, every time, without question.

**Depth for breadth:** with a curriculum that encompasses the best of what has been thought and said ensuring our pupils have the knowledge and cultural capital to thrive in the classroom and beyond.

**Knowing every child:** we get to know and care deeply about each of our pupils as individuals.

**Always learning** we expect pupils to always learn, but also for our staff to continually develop their professional expertise, supported by Ark’s broad professional development offer.

At Ark John Keats, we believe in **rigour** – our curriculum is full of challenge, and we know that our children are intellectually resilient and capable of learning lots in every subject no matter what their starting point.

We believe in **exemplary behaviour** – we have sky high standards and support all children to reach these, by focusing on developing pupils’ self-regulation, explicitly teaching pupils how to behave, and by working closely with families.

We believe in **the limitless potential of all children** – if children work hard, there are no limits to what they can achieve.

Joining Ark John Keats means being part of a kind and supportive team, who are always working hard to be even better. As a school, we make more time for professional development: 14 days of training across the year, dedicated CPD every Wednesday afternoon and regular individual coaching. As part of the Ark network, we also have access to training programmes to develop staff at all levels.

To apply please click [here](https://arkcareers.engageats.co.uk/Vacancies/W/3934/0/301062/19521/primary-teaching-assistant?utm_source=external&utm_term=london-primary-ark-john-keats-academy-education-support-permanent-full-time&utm_content=primary-teaching-assistant&utm_campaign=default-campaign&utm_medium=AtsViewLink) and submit your application by **9am Monday 23rd January 2023.** In advance of applying please do explore our website and see our relevant phase briefings. For further information, technical queries regarding the application system or to arrange to discuss the role please contact us at [recruitment@arkjohnkeatsacademy.org](mailto:recruitment@arkjohnkeatsacademy.org) or call us on 020 8443 311

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**Closing date:** 9amMonday 23rd January 2023.

**Start Date:** ASAP

**Salary:** Ark Support Band 4, point 3 (Outer London) ranging from point 3 – 7: £23,708-£25,320  
**Working Hours:** 7.35am – 5pm or 8am-5.30pm (42 hours per week), 39 weeks per year

*We value diversity and are committed to safeguarding and promoting child welfare. The successful candidate will be subject to DBS and any other relevant employment checks.*

**Job Description: Teaching Assistant- Secondary Phase**

**Reports to:** Head of Inclusion Academy SENCO

**Start Date:** ASAP

**Salary:** Ark Support Band 4, point 3 (Outer London) ranging from point 3 – 7: £23,708-£25,320  
**Working Hours:** 7.35am – 5pm or 8am-5.30pm (42 hours per week), 39 weeks per year

**The Role**

To support secondary pupils’ Additional needs in the areas of communication and interaction, cognition and learning, social, emotional, and mental health and sensory and/or physical needs.

To support secondary pupils with SEND needs through liaison with pupils, staff, parents, and external professionals.

To support the Academy SENCO with writing and acting upon documentation regarding Education, Health and Care plans.

To support the development of secondary pupils by tracking, recording and evaluating data pertaining to pupil progress.

To provide one-to-one and small group teaching across the four broad areas of need, including speech and language, reading, writing, maths, English as an additional language and social-emotional development.

**Key Responsibilities**

* To bring to the academy a passion for learning, belief in young people and a sense of dynamism and a ‘can do’ attitude
* To actively promote academic achievement, the development of good character and the opportunities available for young people to enrich their lives through the opportunities presented by living in London
* To support individuals and groups of pupils to help them make rapid academic progress
* To deliver sessions to support the development of academic and social skills.
* To support pupils with special educational needs and English as an additional language
* To support the running of home learning support and/or other extra-curricular activities.
* To organise and run the breakfast club
* To run two enrichment activities weekly (all staff run two as part of their timetable).
* To support academy events – music and drama performances, parent/open evenings, and sports activities
* To support the supervision of pupils at break, lunch and after school

**Other**

* Undertake other various responsibilities as directed by the Principal, Vice Principal or Academy SENCO. ~~Head of Inclusion~~

**Person Specification: Teaching Assistant- Secondary Phase**

**Qualification Criteria**

* At least two Bs at A Level
* Qualified to work in the UK

**Behaviours**

* Effective team worker
* High professional expectations for accountability and consistency
* Vision aligned with Ark’s high aspirations, high expectations of self and others
* Genuine passion and a belief in the potential of every pupil
* Motivation to continually improve standards and achieve excellence
* Effective listening skills that lead to a strong understanding of others
* Commitment to the safeguarding and welfare of all pupils
* Good communication, planning, and organisational skills
* Demonstrates resilience, motivation, and commitment to driving up standards of achievement
* Acts as a role model to staff and pupils
* Commitment to regular and on-going professional development and training to establish outstanding classroom practice

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Willingness to undertake training
* This post is subject to an enhanced Disclosure & Barring Service check